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Office Memorandum • UNITED STATES GOVERNMENT

Approved For Release 2001/08/21 : CIA-RDP78-03061A000100040001-1

TO : Office of Training
ATTN : Registrar

DATE: 28 March 1956

FROM : Administrative Officer, [redacted] 25X1A

SUBJECT: Intelligence Writing - [redacted] 25X1A Special Course

25X1A

1. The following Internal Training requests are submitted for the [redacted] special course in Intelligence Writing commencing 5 April 1956.

25X1A

[redacted]

2. The Training Request for [redacted] has been forwarded to the Office of Training. 25X1A

3. The participation of fourteen students in this course has been approved by [redacted].

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FOR THE CHIEF, [redacted]

25X1A

25X1A

[redacted]

Enclosures:
13 Requests

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STANDARD FORM NO. 64

Approved For Release 2001/08/21 : CIA-RDP78-03930A000100040041-1

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TO : The Registrar, OTR

DATE: 21 March 1956

FROM : Chief, Intelligence School, OTR

SUBJECT: Special Running of Intelligence Writing Course

25X1A 25X1A

At a meeting with [redacted], Chief [redacted], we agreed to a special afternoon running of the Intelligence
25X1A Writing Course for [redacted] personnel, commencing on Thursday, 5 April. The course will be given once a week for eight weeks, with an extra session on Friday, 6 April.

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[redacted]

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10 January 1956

MEMORANDUM FOR: Training Liaison Officers/OIT

SUBJECT: Course in Intelligence Writing

1. The next course in Intelligence Writing will start on Monday, 6 February. The course, as revised, will run for four weeks with three-hour sessions from 0900 to 1200 on Monday, Tuesday, and Wednesday of the first week and with three-hour sessions from 0900 to 1200 on Tuesdays and Thursdays of the following three weeks. The class will meet in Room 2411 Ecott Hall.

2. The course is offered primarily for GS-7 employees with Army experience of one or more years who have an assignment involving the production of written intelligence. It is designed to stimulate good habits of thoughtful, self-critical intelligence writing. It will include nine hours of diagnostic tests to determine the student's writing proficiency and specific exercises to correct common writing faults. Twelve hours will be given to active writing exercises and problems of revision. Five hours will be given over to general discussions of faults uncovered by these exercises. One hour will be allowed for introduction and for administrative matters.

3. The class is limited to twelve students. Applications in excess of this number will receive priority consideration for subsequent courses.

4. Applications should be submitted to [redacted], OTR, Room 17, [redacted] by the close of business 20 January.

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[redacted]

MATTHEW BAIRD
Director of Training

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